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THE NEW YORK PUBLIC LIBRARY

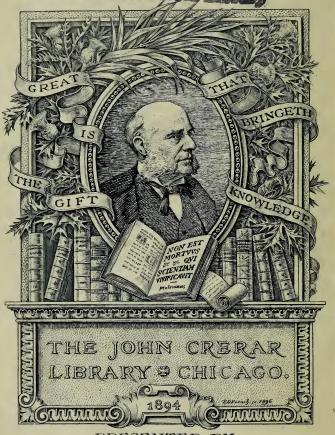
ASTOR LENOX AND TILDEN FOUNDATIONS

CENTRAL BUILDING GUIDE



NEW YORK

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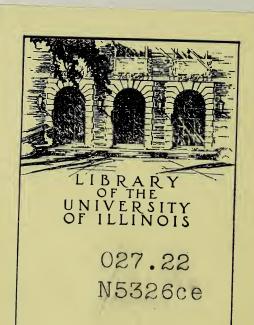
NEW YORK PUBLIC LIBRARY

ASTOR LENOX AND TILDEN FOUNDATIONS

CENTRAL BUILDING GUIDE



NEW YORK



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THE BUILDING at Forty-second street and Fifth avenue contains the general administration offices of The New York Public Library, the central reference collection of over a million volumes, and a circulation collection of 30,000 volumes. It stands on a part of the site of the old Croton distributing reservoir and was built by the city of New York, at a cost of about \$9,000,000, for occupation by The New York Public Library. The act providing for its erection was passed by the Legislature 19 May 1897, Carrère and Hastings were appointed architects on 9 December following, the cornerstone was laid on 10 November 1902, the building was opened to the public on 23 May 1911.

The building is in form of a rectangle, 390 feet long and 270 feet deep, built around two inner courts each about 80 feet square; it has a cellar, basement, and three upper floors. The area covered is about 115,000 square feet, the cubic contents 10,380,000 cubic feet. The material is largely Vermont marble (375,000 cubic feet), bonded in brick walls. There are seats for 768 readers in the main reading room, and seats in other public rooms bring the total capacity up to 1,760. In the main stack room are 334,530 feet (63.3 miles) of shelving, with capacity for about 2,500,000 volumes. Book stacks in the special reading rooms amount to about 70,000 feet, with capacity for about

500,000 volumes.

As the building is large, and the distances between rooms are great, the reader

or visitor may save some useless steps if he will read and follow the appended statement of the functions of the various rooms

and departments.

The main reading room is on the third (top) floor of the building, on the west or Bryant Park side. It is reached by stairs leading from the Fifth avenue entrance or. more easily, by the elevators in the hall to the left of the Forty-second street entrance on the street level. Subject to a few simple regulations, any well-behaved, unobjectionable person may have brought to him, for consultation within this room, practically any book in the building. For detailed investigation special reading rooms are provided in various parts of the building, as noted below, where a reader may have direct access to the books there shelved. To these special reading rooms admission will be granted on a single occasion by the librarian in charge of each; for admission for an extended period tickets granting this privilege must be obtained from the librarian in charge of the public catalogue room (315) or from the Director (room 210).

A visitor who wishes a definition, direction, or similar brief summary will probably find it most convenient to use the few reference books in the circulation room (80) opposite the Forty-second street entrance. If these fail he will have to go to the main reading room. A visitor who wishes to spend an hour in casual or aimless browsing may do so in the circulation room (80), or among the books on open shelves in the main reading room, or among the current periodicals in the room at the south east

corner of the first floor (111).

The public catalogue room, the main reading room, and the current periodicals room are open from 9 a.m. to 10 p.m. on week days, 1 to 10 p. m. on Sundays. The special reading rooms close at varying hours, as set forth in detail below. Books from these special reading rooms are available for consultation in the main reading room when the smaller rooms are closed, if due notice has been given.

Public rooms in the building are as fol-

lows:

BASEMENT FLOOR

ENTRANCE ON FORTY-SECOND STREET

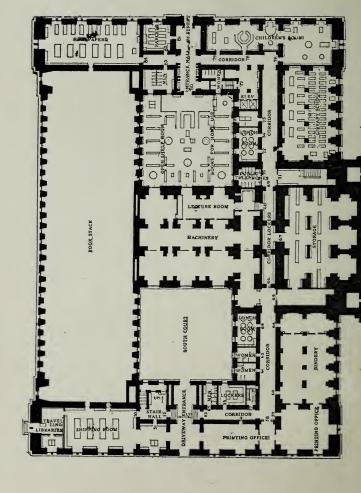
CHECKING ROOM (no. 81), for coats, parcels, umbrellas, etc., to the right, in the entrance

lobby.

CIRCULATING LIBRARY (80), opposite Forty-second street entrance. Application for the privilege of withdrawing books should be made at the counter to the left as you enter. Any well-behaved, unobjectionable person may read books within the room; cardholders only may take books out for home use. This room is open from 9 a.m. to 10 p.m. every week day, and from 2 to 6 p.m. on Sundays.

NEWSPAPER Room (84), at end of corridor, to the right. Bound volumes of newspapers (except eighteenth century American papers) are to be consulted here. Open 9 a. m. to 10 p. m. on week days; 1 to 5 p. m. on Sundays.

CHILDREN'S ROOM (78), along corridor, to the left. No age limit for children using this room; children under sixteen are not admitted



to the general reading rooms unless accompanied by adults.

ELEVATORS to upper floors, off the left hand

corridor.

LIBRARY SCHOOL OFFICE (75), to the right, along Fifth avenue corridor. Open 9 a.m. to

5 p. m. on week days.

TELEPHONE ROOM and booths (70), to the right, along Fifth avenue corridor. Ten pay stations, local and long distance connections. A reader expecting telephone calls while in the building should tell the operator his name and in which rooms he may be found.

Travelling Libraries Office, at the southwest corner of the building. Entrance from the Park side. Open 9 a. m. to 5 p. m. on week

days.

FIRST FLOOR

ENTRANCE ON FIFTH AVENUE

CHECKING ROOM, for coats, parcels, umbrel-

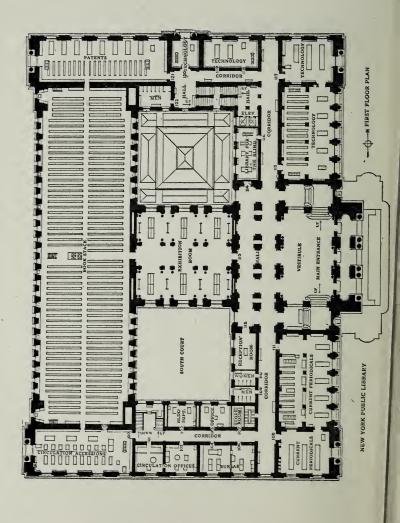
las, etc., to the left, under staircase.

RECEPTION ROOM (112), to the left, across the hall. Visitors wishing to see members of the staff should tell the officer in the entrance hall their names and that of the person they wish to

see, and wait here for their friend.

EXHIBITION ROOM (113), across the hall, opposite the Fifth avenue entrance. On view here are books of interest, manuscripts, maps, prints, etc., the individual pieces displayed being changed from time to time as occasion demands. Through the glass door in the west wall can be seen one floor of the main stack room with book lifts in the centre.

CURRENT PERIODICALS READING ROOM (111),



entrance from the hall to the left of the main entrance. Over 7,000 current periodicals on file for consultation within the building. Back files of periodicals must be called for in the public catalogue room on the third floor.

The more technical periodicals relating to useful arts, the sciences, public documents, fine arts, American history, music are to be consulted in the special reading rooms devoted to those subjects, the more popular ones in this room. Current newspapers are on file in the newspaper room on basement floor. Periodicals room open 9 a. m. to 10 p. m. on week days, 1 to 10 p. m. on Sundays.

LIBRARY FOR THE BLIND (116), along hall (court side) to right of main entrance. Open

9 a.m. to 5 p.m. on week days.

TECHNOLOGY ROOM (115), along hall (avenue side) to right of main entrance. Open 9 a. m. to 10 p. m. on week days, 1 to 5 p. m. on Sundays except during July-September, 1911, when the room closes at 6 p. m. on week days and is not open on Sundays.

PATENTS ROOM (121), west end of Forty-second street corridor. Open 9 a.m. to 6 p.m.

on week days.

BURSAR'S OFFICE (104), Fortieth street corridor, south side. Open 9 a.m. to 5 p.m. on

week days.

CHIEF OF CIRCULATION DEPARTMENT (102), Fortieth street corridor, south side. Head-quarters of the branch library system. Open 9 a.m. to 5 p. m. on week days.

Supervisor of Work with Children (105), Fortieth street corridor, court side. Open

9 a.m. to 5 p.m. on week days.

Building Superintendent's Office (103) on Fortieth street corridor, court side. Open 9 a. m. to 5 p. m. on week days.

SECOND FLOOR

REACHED BY FIFTH AVENUE OR FORTY-SECOND STREET
STAIRS OR BY ELEVATORS

DIRECTOR'S OFFICE (210), entrance from Fifth avenue corridor (avenue side), to left of main stairway. General headquarters of the Library. Open 9 a.m. to 5 p.m. on week days.

Assistant Director's Office (211), entrance from Fifth avenue corridor (court side), to left of main stairway. Open 9 a. m. to 5 p. m.

on week days.

SLAVONIC COLLECTION (216), entrance from central hall at right angle to Fifth avenue corridor. Open 9 a.m. to 10 p.m. on week days, 1 to 10 p.m. on Sundays. Books in Russian, Polish, and other Slavonic languages.

JEWISH COLLECTION (217), entrance from central hall at right angle to Fifth avenue corridor. Open 9 a.m. to 10 p.m. on week days,

1 to 10 p.m. on Sundays.

ORIENTAL COLLECTION (219), entrance from central hall at right angle to Fifth avenue corridor. Books in Arabic, Persian, Turkish, Chinese, Japanese, and other eastern languages.

Open 9 a.m. to 6 p.m. on week days.

Science Room (225), entrance from Fifth avenue corridor (avenue side) to right of main stairway. Open 9 a.m. to 10 p.m. on week days, 1 to 5 p.m. on Sundays, except during July-September, 1911, when the room closes at 6 p.m. on week days and the whole day on Sundays.

ECONOMICS AND SOCIOLOGY ROOM (228), entrance on Forty-second street corridor. Open

9 a. m. to 6 p. m. on week days.

Public Documents Room (229), west end of Fifth avenue corridor. Open 9 a.m. to 6 p.m. on week days.

THIRD FLOOR

REACHED BY FIFTH AVENUE OR FORTY-SECOND STREET STAIRS OR BY ELEVATORS

Public Catalogue Room (315) and Main Reading Room, entrance at head of stairs on Fifth avenue corridor.

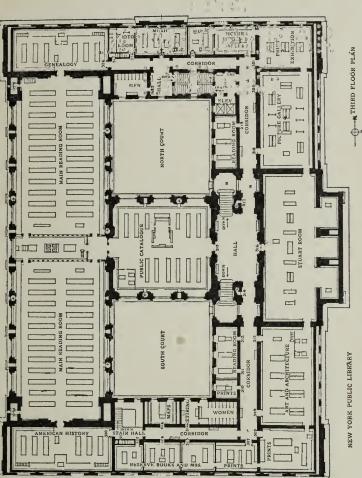
At the information desk in the centre of the public catalogue room is the Information Librarian. He and his assistants are there to

help readers who need or ask for help.

Here is the general card catalogue of the Library. The cards in the drawers along the west, north, and east sides of the room, to the right as one enters, record by author, subject (and in some cases, by title) all books available for consultation in the building; the arrangement is in one alphabet. Letters on the upper right hand corner of the cards indicate where the books are located.

The reader should decide which author he is looking for or which subject he wishes to examine; take to a consulting table the tray containing the cards relating to this author or subject; there copy, on application slips provided for the purpose, the name of the author, the title and date of publication of the book, and the class or shelf mark, (i. e., the letters on the upper right hand corner) as indicated on the catalogue card, using one slip for each separate work.

He should then return the tray to its proper place and hand in his slip or slips at the pneu-



matic tubes in the information desk in the middle of the room.

The attendant will give him in exchange for

the slips a card bearing a number.

The reader should then take this card into the main reading room, through the door opposite the entrance, going into the north room, to the right, if his card number is odd, into the south room, to the left, if the number is even.

In the main reading room, the reader should wait in front of the indicator over the delivery desk until this indicator shows the same number as the one on his card. means that his books are ready for him; they will be delivered on surrender of his indicator He may then take them to any unoccupied seat in the room.

When he has finished with them he should return them to the east end of the delivery desk, telling the attendant his name. (The application slips are filed here by readers' names, not according to author or title of the book, and knowledge of the reader's name is necessary to permit the attendant to "discharge" the book.)

If the reader chooses to go first into the main reading room, select a seat, return to the public catalogue room and write that seat number on his application slip, he may then file his slip and go directly to the seat he has chosen, without waiting before the indicator. As soon as his books are received by the desk attendants they will be delivered at his seat, if he is there to receive them.

If the reader has drawn some books and needs others he should return to the public catalogue room, fill out the necessary slips, and hand them in as before; this time, however, he should put on his slips the number of the seat at which he has been working in the main reading room. He now receives no numbered waiting card, for his books will be delivered to him at the seat noted on his application slip, if he

is there to receive them.

On the west side of the public catalogue room, to the left of the door into the main reading room are sets of the printed catalogues of the British Museum library and the Bibliothèque Nationale of Paris, with a selection of ready reference books. On the south side are filed catalogue cards of the Library of Congress at Washington and a set of cards recording by authors the books available for withdrawal for home use from the circulation

room (80) on the basement floor.

Along the walls of the main reading room are shelved about 25,000 volumes that may be read without the formality of signing application blanks. These works may be taken to the tables or may be consulted on the lecturns at the end of each reading table; they should be returned promptly to their places when through with. Modern general atlases are shelved in stands near the delivery desk. Large maps may be consulted on the rolls at the north and south ends of this room. For extended study of maps and atlases the reader should go to the map room (304) on this floor, along the Fortieth street corridor.

The public catalogue room and the main reading room are open from 9 a.m. to 10 p.m.

on week days, 1 to 10 p.m. on Sundays.

STUART ROOM (316), at head of main stairway, opposite public catalogue room. The books, pictures, shells, minerals, objects of art, etc., in this room were bequeathed to the Lenox Library in 1892 by Mrs. Robert L. Stuart. Open 9 a.m. to 6 p.m. on week days. Closed on Sundays.

ART AND ARCHITECTURE ROOM (313), along Fifth avenue corridor, to the south. Books on the graphic arts, sculpture, architecture, etc. Open 9 a.m. to 9 p.m. on week days, 1 to 5

p. m. on Sundays.

PRINT ROOM (308), southeast corner. For admission to study prints application should be made to the Director; application blanks may be got from the attendant in charge or in the office of the Director. Open 9 a.m. to 5 p.m. on week days.

MAP Room (304), along the Fortieth street corridor. Open 9 a. m. to 6 p. m. on week days.

AMERICAN HISTORY ROOM (300), southwest corner, entrance through main reading room. Open 9 a.m. to 6 p.m. on week days.

Genealogy Room (328), northwest corner, entrance through main reading room. Open

9 a.m. to 6 p.m. on week days.

Music Room (324), Forty-second street corridor. Open 9 a.m. to 6 p.m. on week days.

Picture Galleries. Along the north end of the Fifth avenue front and the east end of the Forty-second street front are four picture galleries. The Stuart gallery, opposite the public catalogue room, is open from 9 a. m. to 6 p. m. on week days and is closed on Sundays. The other galleries are open from 9 a. m. to 6 p. m. on week days and from 1 to 5 p. m. on Sundays. The paintings in these galleries (except the Tissot water colors of Old Testament scenes) are a permanent collection. The Tissot water colors and the prints and engravings are changed from time to time.

DIRECTORY OF ROOMS

NAME OF OFFICE FLOOR	ROOM NUMBER
Accessions Room	200a 300 313 313
Office	116 103 104 315 200 100
Checking Room Baser Checking Room 1	∫ Under ∫ Stairs
Children's Rooms Baser Circulating Library Baser Circulation Department	ment 78
Offices	102 111 210 228
Engineer	103 113 328 217 213 ment 75
Main Reading Room 3 Manuscripts 3	303

NAME OF OFFICE	FLOOR	ROOM NUMBER
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Prints		308
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Public Documents		229
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Reception Room	. 1	112
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Shipping Office	. Basement	51
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Sociology	. 2	228
Stuart Collection	. 3	316
Supervisor of Work wit	:h	
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Supervisor of School		
Work		102
Technology	. 1	115
Telephones	. Basement	70
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Trustees' Room	. 2	206

BOARD OF TRUSTEES

JOHN W. ALEXANDER, 116 East 65th street. WILLIAM W. APPLETON, 35 West 32d street.

JOHN BIGELOW, 21 Gramercy Park.

JOHN L. CADWALADER, 40 Wall street.

Andrew Carnegie, 2 East 91st street.

CLEVELAND H. DODGE, 99 John street.

JOHN M. FARLEY, 452 Madison avenue.

SAMUEL GREENBAUM, 2 East 94th street.

JOHN HENRY HAMMOND, 40 Wall street.

H. Van Rensselaer Kennedy, 31 Nassau street.

Lewis Cass Ledyard, 54 Wall street.

J. PIERPONT MORGAN, 23 Wall street.

Morgan J. O'Brien, 2 Rector street.

Stephen H. Olin, 32 Nassau street.

George L. Rives, 32 Nassau street.

CHARLES HOWLAND RUSSELL, 15 Broad street.

EDWARD W. SHELDON, 45 Wall street.

George W. Smith, 149 Madison avenue.

Frederick Sturges, 31 Nassau street.

HENRY W. TAFT, 40 Wall street.

WILLIAM J. GAYNOR,

Mayor of the City of New York (ex-officio).

WILLIAM A. PRENDERGAST,

Comptroller of the City of New York (ex-officio).

JOHN PURROY MITCHELL,

President of the Board of Aldermen (ex-officio).

OFFICERS

President: Hon. John Bigelow, LL.D.

First Vice-President:

· John L. Cadwalader, LL.D.

Second Vice-President:

Secretary: Charles Howland Russell, Esq.,
476 Fifth avenue.

Treasurer: EDWARD W. SHELDON, Esq.,
United States Trust Company, 45 Wall street.

Director: Dr. John S. Billings,

476 Fifth avenue.

Assistant Director: EDWIN H. ANDERSON, Esq., 476 Fifth avenue.

CENTRAL BUILDING STAFF

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logue room	315
Axel Moth, in charge of reference cata-	
loguing	200
W. B. A. TAYLOR, in charge of reference	
accessioning	200a
GEORGE J. COOMBES, in charge of refer-	
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Miss G. P. Hill, in charge of reference	
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REGULATIONS

- I. The Public Catalogue Room, Main Reading Room, and the Current Periodicals Room are open from 9 a.m. to 10 p.m. on week days, 1 to 10 p.m. on Sundays. Other special reading rooms close at varying hours.
- II. The Main Reading Room, Circulation Room, Picture Galleries, and Exhibition Rooms are free to all; certain special reading rooms are restricted to persons holding tickets of admission. Children under the age of fifteen must be accompanied by an adult except in the Children's Room.
- III. The librarians and attendants shall at all times furnish readers with such information and help as will enable them to use the Library to the best advantage. They must see that all rules are strictly obeyed, but shall always act courteously and discreetly.
- IV. No person who is intoxicated or otherwise objectionable to readers shall be admitted. No person shall abuse the privileges of the Library by immoral or unbecoming conduct, or by acting in such a manner as to cause annoyance to other readers. In any case requiring immediate action, the officer in charge may cause the offender to be at once excluded from the building, reporting the facts of the case to the Director.
- V. In the Main Reading Room certain shelves are set apart for books of reference, which readers are allowed to take down and

examine at their pleasure. For all other books an application shall be made by filling out and signing one of the blanks provided for the purpose. No reader shall leave the Library without returning the books thus drawn and having them checked off, or in case of very large works, reporting them at the delivery desk.

VI. Specially rare and valuable books can only be obtained by permission of the Librarian in charge, and under such conditions and restrictions as he may prescribe. All periodicals and books must be used and handled with care, and readers will be held responsible for any damage to books while in their possession.

VII. It is forbidden to write upon, or mark with pen or pencil, any books or periodicals, or to turn down corners of leaves, or to make tracings of drawings or engravings except by the special permission of the Librarian in charge and under such restrictions as he may prescribe.

VIII. In taking notes, pencils, not pens, shall be used, except by a special permit from the Librarian in charge.

IX. Canes, umbrellas, parcels, and books must be left in the Checking Rooms near the 5th Avenue and 42nd Street entrances and hats and coats should also be checked there. For this service there is no charge. Passes for books not belonging to the Library and needed for consultation within the building may be obtained from the checking room attendants.

X. Loud conversation, whispering, and dis-

turbing noises are prohibited in the Reading Rooms. Smoking is forbidden in all parts of the building.

XI. Persons who desire the privileges of the special reading rooms must obtain a card of admission from the Director or from the officer in charge of the Public Catalogue Room.

Applications for the privilege of withdrawing books for home use should be made by adults in the Circulation Room opposite the 42nd Street Entrance, by children in the Children's Room near that entrance.

DIRECTORY OF BRANCHES

MANHATTAN

Central Building, 476 Fifth avenue, 40th to 42d streets.

*East Broadway, 33. (CHATHAM SQUARE.)
*East Broadway, 192. (SEWARD PARK.)

*RIVINGTON STREET, 61.

*Houston street, 388 East. (Hamilton Fish Park.)

*Le Roy street, 66. (HUDSON PARK.)

BOND STREET, 49.

8th street. 135 Second avenue. (Ottendorfer.) *10th street, 331 East. (Tompkins Square.)
13th street, 251 West. (Jackson Square.)
*23rd street, 228 East. (Epiphany.)
*23rd street, 209 West. (Muhlenberg.)
*36th street, 303 East. (St. Gabriel's Park.)
40th street, 501 West. (St. Raphael.)
42nd street, 226 West. (George Bruce.)
50th street, 742 Tenth avenue (Columbus.)

*51st street, 742 Tenth avenue. (Columbus.)

*58TH STREET, 121 East. *67TH STREET, 328 East.

*69th street, 190 Amsterdam avenue.

(Riverside.)

*78th street, 1465 Avenue A. (Webster.)

*79th street, 222 East. (YORKVILLE.) *81st street, 444 Amsterdam avenue.

(St. Agnes.)

*96тн street, 112 East. 100th street, 206 West. (Вьооміндраль.)

*110th street, 174 East. (Aguilar.) *115th street, 201 West.

*124th street, 9 West. Mount Morris Park. (HARLEM LIBRARY.)

*125TH STREET, 224 East. *135TH STREET, 103 West.

*145th street, 503 West. (Hamilton Grange.) 156th Street. 922 St. Nicholas avenue.

(WASHINGTON HEIGHTS.)

BRONX

*140th street, 321 East, corner of Alexander avenue. (Mott Haven.)

*168th street, 78 West, corner of Woodycrest

avenue. (HIGHBRIDGE.)

*169th street, 610 East. (Morrisania.) *176th street, 1866 Washington avenue.

(TREMONT.) *230th street. 3041 Kingsbridge avenue. (KINGSBRIDGE.)

RICHMOND

*St. George. 5 Central avenue. Tompkinsville P. O.

*Port Richmond. 75 Bennett street, Port Richmond P. O.

*STAPLETON. 132 Canal street, corner of Brook street, Stapleton P. O.

*Tottenville. 7430 Amboy Road, near Prospect avenue, Bentley Manor P. O.

^{*} Carnegie buildings, open full hours every week day (legal holidays included).







UNIVERSITY OF ILLINOIS-URBANA



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